

1. Verification

Verification: The unique legislative mandate to verify small businesses against the 38 CFR Pt. 74, makes **MyVA Verification Application Processing** the first step in enabling Veteran-owned Small Businesses to be qualified for the Veteran's First Contracting Program through the Verification Team.

• MyVA Verification Application Processing: OVERVIEW





MyVA Verification Application Processing Trial Workflow

	PHASE 1: INITIATION	PHASE 2: PRE-QUALIFICATION	PHASE 3: EVALUATION	PHASE 4: DETERMINATION
Veteran Small Business Applicant	1. Creates account and completes 0877 in VIP.	4. 'YES TO PARTICIPATE': Signs Disclaimer & Guidelines to participate in VERIFICATION PILOT		
VIP/VCMS	2. Notification of new account alerts Initiator.	5a. Disclaimer is uploaded 5b. Notification of Participating Applicant alerts Initiator		
Initiator	3. Sends standard Verification Pilot email to Applicant requesting participation.	6. Review & confirm BIRLS, EPLS, D&B, Lexus Nexus, 0877		
Pre-Qualifier (Same person Evaluating the application)		7. Contact Applicant via phone to review Self-Assessment tool; request copy of pre-qualification documents ; review likely denial areas; notify of 'GO' or 'NO GO' status 8a. 'NO GO' status: Contact Applicant to discuss areas of potential denial. Provide notice that account is open until applicant ready to proceed.		

**1.
Verification
Pilot**

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	PHASE 1: INITIATION	PHASE 2: PRE-QUALIFICATION	PHASE 3: EVALUATION	PHASE 4: DETERMINATION
Veteran Small Business Applicant			9. 'GO' status: Uploads all required remaining application documents.	14. Determination notification received
VIP/VCMS			10. Notification of Uploaded documents alerts Lead Evaluator.	15. Determination notification uploaded
Lead Evaluator & Assistant		8b. 'GO' status: Contact applicant via phone to introduce self, next steps, and personalized customer care until end of application processing. Request all other remaining application documentation for Evaluation.	11. Research, review & verify application against 38 CFR Pt. 74; provide findings & recommendations for Approval / PDF / PDP.	
Risk & Quality Assessors (Federal Review)			12. Conduct Federal Review, assign Risk Score; confirm or amend Evaluator's findings and recommendations.	
CVE Director			13. Sign off on recommendation to grant determination of Approval / Denial/ PDF / PDP; Notify Applicant.	